

**Job Title:** Accountant – Real Estate  
**Reports To:** Finance Manager / CFO  
**Location:** Port Moresby, Papua New Guinea

---

### **Job Purpose:**

The Accountant will be responsible for managing the day-to-day accounting functions of the real estate business, including financial reporting, property income and expense accounting, and compliance. This role requires experience in real estate accounting practices and a sound understanding of property management, project costing, and sales accounting.

---

### **Key Responsibilities:**

- 1. General Accounting & Bookkeeping**
  - Maintain accurate and up-to-date financial records for real estate transactions.
  - Record property-related income (rental, sales) and expenses (maintenance, commissions, utilities, etc.).
  - Process accounts payable and receivable related to real estate activities.
- 2. Property & Project Accounting**
  - Manage accounting for multiple properties or real estate projects.
  - Track and report on project costs, capital expenditures, and budgets.
  - Reconcile project and property accounts, including deposits, retentions, and advances.
- 3. Revenue & Lease Management**
  - Monitor lease agreements, rent schedules, and billing cycles.
  - Prepare tenant statements, issue invoices, and follow up on receivables.
  - Account for lease incentives, bond deposits, and rental escalations.
- 4. Financial Reporting**
  - Prepare monthly and quarterly financial statements and property performance reports.
  - Support budgeting and forecasting processes for property developments and rental portfolios.
  - Provide analysis of financial performance and profitability of real estate assets.
- 5. Taxation & Compliance**
  - Ensure compliance with local tax laws and filing of GST/VAT and income tax returns.
  - Maintain records required for property tax assessments and audits.
  - Liaise with auditors and regulatory bodies as needed.
- 6. Banking & Treasury**
  - Manage cash flow, bank reconciliations, and loan schedules for real estate finance.
  - Track interest, loan repayments, and financing arrangements for real estate projects.

## **7. System & Process Improvement**

- Assist with implementation and improvement of property accounting systems.
  - Ensure accounting policies and procedures specific to real estate are followed.
- 

## **Key Performance Indicators (KPIs):**

- Timeliness and accuracy of monthly financial reports
  - Accuracy of rental and property-related billing
  - On-time reconciliation of bank, project, and tenant accounts
  - Compliance with tax and regulatory reporting deadlines
  - Effective tracking of project costs vs budgets
  - Reduction in receivables aging for rent and sales income
- 

## **Qualifications & Experience:**

- Bachelor's Degree in Accounting, Finance, or related field
  - CPA, CA, or equivalent certification is an advantage but not required
  - Minimum 3–5 years of accounting experience, with at least 2 years in the real estate industry
  - Knowledge of real estate accounting standards and practices
  - Experience with accounting and property management systems
  - Strong Excel and financial analysis skills
  - High attention to detail and strong organizational skills
  - Ability to work independently and as part of a team
-